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# Program Statement

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OPI: HSD  
NUMBER: 6024.02  
DATE: 5/30/2000  
SUBJECT: Nurse Practitioners  
Training

1. **PURPOSE AND SCOPE.** To implement the Memorandum of Understanding (MOU) between the Bureau and the Graduate School of the Uniformed Services University of Health Sciences (USUHS). The MOU provides for Bureau staff to be trained as Family Nurse Practitioners (FNP) in the USUHS Graduate School training program.

The training provides Bureau staff with an upward mobility pathway and certification as a Nurse Practitioner. The program consists of 24 months of didactic and clinical instruction leading to a Masters of Nursing Science degree and certification as a Family Nurse Practitioner. The Bureau has authorized two to six training positions for the program.

Practitioners functioning as Mid-Level Providers (MLP) deliver 75% to 80% of all Bureau direct medical care. The USUHS FNP Training Program is accredited by:

- the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), for clinical sites,
- the National League for Nursing (NLN), and
- the Commission on Higher Education of the Middle States Association of Colleges and Schools.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. The Bureau will have an increasing number of staff who are nationally certified Nurse Practitioners, trained to provide community standards of medical care.

b. Selected students will follow the Uniformed Services University of Health Sciences Plan of Instruction.

### 3. DIRECTIVES AFFECTED

#### a. Directive Rescinded

PS 6024.01 Nurse Practitioners Training (6/16/97)

#### b. Directives Referenced

PS 3000.02 Human Resource Management Manual (11/1/93)

PS 3420.09 Standards of Employee Conduct (2/5/99)

PS 6000.05 Health Services Manual (9/15/96)

5 U.S.C. § 4109, Travel and Transportation

### 4. STANDARDS REFERENCED. None

5. **ADMINISTRATION.** The Bureau Medical Director is delegated responsibility to implement this program.

A **Student Coordinator**, appointed by the Medical Director, is to ensure that all participants follow the Plan of Instruction (POI). He or she must be available at least four hours a month at the training site to handle administrative and personnel matters for Bureau students.

The Student Coordinator must work directly with the USUHS Dean of the Graduate School of Nursing and the Director of the Nurse Practitioner Program.

6. **APPLICATIONS.** This training opportunity is to be announced Bureau-wide as a Nurse Practitioner position. The opportunity is to be published as a vacancy announcement. A promotion board is to identify the best qualified group based on the standard factors contained in the Human Resource Management Manual.

a. **Prerequisites.** In addition to any requirements established by Federal personnel regulations, the following are required:

- (1) One year length of service as a Bureau employee,
- (2) Baccalaureate Degree in Nursing from a National League for Nursing accredited program,
- (3) Willingness to comply with Bureau requirements for participation, and
- (4) Application to and acceptance by the USUHS Graduate School of Nursing.

Civil Service applicants to USUHS must meet commissioning

requirements and apply for a Commission in the Public Health Service (PHS). The student must maintain a PHS Reserve Commission for the duration of the training and pay back time. The applicant will be called to active duty for training and may elect to remain on active duty or revert to civil service employment upon graduation. At such time that the USUHS accepts civilian applications, direct application to USUHS as a civilian student may be made in lieu of this subsection.

b. **Application Packets.** Graduate School of Nursing application packets may be obtained by:

- (1) **Mail:** Uniformed Services University of  
Health Sciences  
Graduate School of Nursing  
11426 Rockville Pike, Suite 400B  
Rockville MD 20852
- (2) **Phone:** (301) 295-1989/90/91/92
- (3) **Fax:** (301) 295-1994

c. **Best Qualified Group.** Applicants in the "**best qualified**" group are required to provide the following additional information to the selecting official:

- (1) A letter of recommendation from the local Director of Nurses or Nurse Supervisor, who is familiar with the Nurse Practitioner concept (or the local Health Services Director, where there is no Nurse authority), and
- (2) A one page composition by the applicant on:

**"Why I Want to be a Nurse Practitioner in the Bureau of Prisons."**

d. **Interviews.** Personal interviews are to be conducted with "**Best Qualified**" applicants, when required by the Medical Director, or designee. When it is determined that a personal interview is needed, all best qualified candidates will receive the same questions.

Interviews must cover, but are not limited to, such topics as:

- (1) Knowledge of the Nurse Practitioner profession,
- (2) Motivation for wanting to become a NP in the Bureau,  
and
- (3) Understanding the role of the NP as a Mid-Level  
Provider in the Bureau.

e. **Selections.** The Medical Director is the selecting official. Selections are to be made using the Public Health Service (PHS) or Merit Promotion systems currently established.

The Medical Director will receive input from the Chief Nurse, Nurse Practitioner Recruiter, USUHS Graduate School of Nursing Program Director, and other representative health care staff. Applicants not selected may re-apply.

7. **PROGRAM REQUIREMENTS.** In accordance with USUHS, and NLN policy and regulation, the following guidelines must be adhered to:

a. All students **must** follow the USUHS Plan of Instruction (POI) for training at the time of acceptance into the program.

b. Students rotating in Bureau clinical sites **must** work under the direct supervision of either a licensed Physician or a certified Nurse Practitioner.

c. **Any** deviations from the normal POI **must** be justified in writing and approved by both the USUHS and Bureau.

8. **BUREAU PERSONNEL PROCEDURES.** The following procedures must be fully understood and agreed to by all parties prior to admission into the training program:

a. Personnel admitted into the FNP training program are to be expected to remain with the Bureau for a period not less than 48 months after the date of graduation. Failure to complete the 48 months could result in monetary pay back to the Bureau.

b. Trainees admitted into the program are to have their pay grade and step determined by the Human Resource Management Division and/or PHS standards and appropriate pay-setting regulations.

c. The training program consists of academic instruction at USUHS and clinical instruction at USUHS affiliate government facilities or designated Bureau sites.

d. Payment of travel and transportation expenses relating to period of long-term training is governed by the provisions of 5 U.S.C. § 4109.

The Bureau pays the following relocation costs:

- Ž Enroute travel expenses and per diem of trainee.
- Ž Enroute transportation expenses of immediate family (not per diem).
- Ž Transportation of household goods and personal effects.
- Ž Packing, crating, and temporary storage of household goods.

Questions regarding any other travel and transportation expenses should be directed to the Accounting Policies and Procedures Section, Finance Branch, Administration Division, at (202) 616-6203.

e. Tuition and related expenses are at no cost to the student or to the Bureau. The USUHS provides books and materials.

f. If USUHS recommends dismissal of a Bureau participant from the program for either administrative or disciplinary reasons, the participant is subject to disciplinary/adverse actions in accordance with the Program Statement on Standards of Employee Conduct.

g. The Medical Director's designee must complete performance evaluations on all students, with input from the FNP training program, as well as on-site evaluation by the Nurse Practitioner designee. Copies of the students performance evaluations are to be forwarded to the BOP PHS Personnel Office in the Central Office for student tracking.

h. All graduates are to be assigned to institutions, based on the Bureau's needs, as determined by the Medical Director. Efforts are to be made to honor individual requests, but the Bureau's needs must take precedence in the final decision.

/s/  
Kathleen Hawk Sawyer  
Director

FEDERAL BUREAU OF PRISONS

NURSE PRACTITIONER PROGRAM TRAINING AGREEMENT

I \_\_\_\_\_ have read the program parameters published in the Program Statement and fully understand their content. I further voluntarily agree to abide by all of the provisions set forth in the aforementioned document and will accept all of the consequences of non-compliance. I will in good faith honor this agreement and comply with all applicable rules and regulations set forth by the Federal Bureau of Prisons and the Uniformed Services University of Health Sciences.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

USUHS TRAINEE AGREEMENT ADDENDUM

In consideration of being allowed to use the facilities of the USUHS, in accordance with the Memorandum of Understanding between USUHS and the Federal Bureau of Prisons, I agree to abide by the rules and regulations listed in the agreement. I am aware of the rules concerning vehicle liability insurance and, if I drive my private vehicle on base, I will register it with base authorities and maintain the required liability insurance. I specifically agree and understand that I will receive no monetary compensation whatever from the United States for this training.

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Student Signature

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Date



MOU 534-5  
Memorandum of Understanding  
Between  
The Federal Bureau of Prisons  
and  
The Uniformed Services University of the Health Sciences

I. Purpose

This Memorandum of Understanding (MOU) is entered into by and between the Graduate School of Nursing (GSN) of the Uniformed Services University of the Health Sciences (USUHS), located in Bethesda, Maryland, and the Health Services Division of the Federal Bureau of Prisons (BOP) located in Washington, D.C. It has been determined by the Medical Director of the BOP and by the Dean of the GSN that this MOU is in the best financial and logistical interests of both organizations. This agreement is entered into between USUHS and the BOP pursuant to the Economy Act, 31 USC § 1535.

II. Background

A. The USUHS and the BOP have established approved professional programs that have been, or are in the process of becoming, accredited by the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), by the National League for Nursing (NLN), and by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The program curriculum offers special education and training that leads to the Master of Nursing Science degree and certification as Family Nurse Practitioner.

B. The specific nature of the program is to train USUHS and BOP students, on a space available basis, in the academic and clinical skills required for the Family Nurse Practitioner profession using the facilities of the USUHS in Bethesda, Maryland, and facilities of USUHS affiliates, as well as designated BOP clinical sites as available.

C. It is to the benefit of the BOP for its trainees to use the classroom and laboratory facilities of the USUHS to receive their didactic training.

D. It is to the benefit of the USUHS for its nursing students to use the designated and approved clinical facilities of the BOP, as well as those of the USUHS itself, for their clinical experience, at such time as a correctional medicine tract is developed in the GSN.

### III. Understanding

A. When the trainees of either of the parties are participating under this agreement at the facility of the other party; the trainees will be under the supervision of the facility officials where the training is taking place and will be subject to, and will be required to abide by, all the applicable rules and regulations of that facility.

B. There will be no compensation paid to the trainees of either party to this agreement for their participation in this program other than the salaries and benefits that the parties normally pay their employees and members. The use of the facilities of either party is for the purpose of the training described in this agreement and no compensation will be paid for any incidental work benefits that accrue to either party. It is understood and agreed that either training institution may bill clients for the professional services provided them by trainees. Proceeds from such billing will be the exclusive property of the billing party and the other party will have neither right nor claim to such proceeds.

C. Either party will report any claim involving an employee of the other party to the other party's legal counsel. For employees of USUHS, such reports will be made to the USUHS General Counsel on (301) 295-3028. The Federal Tort Claims Acts (28 U.S.C. §26711 et. seq.), provides that the United States is liable for negligent or wrongful acts or omissions of U.S. employees during the scope of their employment. The term "U.S. employees" includes health care personnel of both parties performing training covered by this agreement. Any notification of any actual or potential claim or suit against either party which names a member or employee of the other party as a part or potential defendant will be reported as provided above.

D. The program described in this agreement is not intended to displace existing employees or students of either party or to impair existing contracts for services.

E. Each of the parties specifically reserves the right to refuse for good cause any trainee's acceptance into a program conducted at the parties' respective facilities.

1. The number and assignment of students to training programs under this agreement will be mutually agreed upon in writing between the USUHS and the BOP before the beginning of each training period.

2. Each party to this agreement reserves the right to bar any participant involved in a training program under this agreement when it is determined that further participation would not be in the best interest of either party.

3. The USUHS and the BOP agree that all decisions regarding the acceptance, placement, and continuation of students will not be based on the student's race, creed, color, national origin, or gender.

F. Neither party will use the name of the other party's institution in publicity or media advertising without the express written consent of such institution. The existence and scope of programs established by this agreement, however, may be made known to trainees.

G. In accordance with military regulations, each trainee from the BOP will be required to sign a trainee agreement addendum containing the provisions of the sample attached to this agreement.

H. The BOP, the USUHS, and their respective trainees agree not to publish any materials developed as the result of clinical experience gained from the operation of this agreement unless such publication has been approved for release, in writing, by the USUHS and the BOP.

I. For training programs under this agreement that are offered at clinical facilities of either party, or the affiliates of either party, the institution at which the training is offered will:

1. Make available the reasonable clinical and related facilities necessary for the training developed under this agreement. The extent and scope of the facilities that are made available will be discussed by the USUHS and the BOP. The final determination of available facilities, however, will be within the sole discretion of the owning institution.

2. Arrange schedules that will not impede the orderly operation of the institution.

3. Designate a Nurse Practitioner or a Family Practice Physician to coordinate the trainee's clinical learning experience. This will involve planning with members of the faculty and staff for the assignment of trainees to specific clinical cases and experiences, including their attendance at selected conferences, clinics, courses, and programs in accordance with USUHS guidelines.

4. Permit, upon reasonable request, the inspection of clinical and related facilities by the BOP and the USUHS.

5. Provide emergency medical and dental treatment to trainees for emergency conditions that arise during training. The cost of such treatment will be charged, and liability for payment will be assigned, in accordance with the uniformed status of the trainee and with the rules and regulations of the rendering institution.

6. Arrange the necessary access to clinical facilities, including necessary parking or base permits, and access to dining facilities to be used at the trainee's own expense.

J. The parties specifically agree:

1. To provide and maintain necessary personnel records and reports for their trainees.

2. To require their trainees who drive their private vehicles on military installations to maintain at least the minimum liability insurance required by military, local, and state laws and regulations.

3. To be responsible for health examinations and other medical examinations or protective measures necessary for trainees involved in the programs under this agreement.

4. That this written agreement embodies the entire agreement of the parties regarding this affiliation and that no other agreements exist between the parties regarding this affiliation except as expressly herein set forth.

5. That this agreement will be effective as of 1 July 1995 and will continue unless terminated as provided below.

6. That this agreement may be terminated at any time by the mutual written consent of the parties. Either party may terminate this agreement by providing the other party written notice of the termination, such notice to be sent by registered mail at least 90 calendar days prior to the proposed termination date. The President, USUHS, and the Director, BOP, have the discretion of terminate this agreement at any time in the interest of the mission requirements of their respective institutions.

V. Points of Contact

For the USUHS:

William Ethington  
Graduate School of Nursing  
Uniformed Services University  
of the Health Sciences  
4301 Jones Bridge Road  
Bethesda, Maryland 20814-4799  
(301) 295-1990

For the BOP:

Veronica Stephens, ANP, CDR  
Health Services Division  
Federal Bureau of Prisons  
320 First Street, N.W.  
Washington, D.C. 20534  
(202) 307-2867

V. Approvals and Acceptances

For the Uniformed Services  
University of the Health  
Sciences

For the Federal Bureau of  
Prisons

\s\  
Alan E. Dieringer  
Director of Financial and  
Manpower Management

6/20/95  
Date

\s\  
Craig H. Unger  
Chief, Procurement and  
Property Branch

10/3/95  
Date

\s\  
James A. Zimble, M.D.  
M.P.H.  
President

11/27/95  
Date

\s\  
Kenneth P. Moritsugu, M.D.,  
Rear Admiral, USPHS  
Medical Director

11/27/95  
Date